



TurnKey Solutions

Securing Your Technology. Empowering Your Business.

IT ACCOUNTABILITY CHECKLIST



IT ACCOUNTABILITY CHECKLIST FOR SMALL BUSINESS LEADERS

EMPLOYEE ACCESS & OFFBOARDING

- ACCESS REMOVAL IS TIED TO OFFBOARDING
- FORMER EMPLOYEE ACCESS REVIEWED AND REMOVED
- SHARED ACCOUNTS DOCUMENTED OR ELIMINATED

VENDOR ACCESS MANAGEMENT

- ALL VENDORS WITH SYSTEM ACCESS ARE LISTED
- VENDOR ACCESS HAS A CLEAR OWNER
- ACCESS CAN BE REMOVED IMMEDIATELY IF NEEDED

ACCESS & OVERSIGHT

- ADMIN AND SENSITIVE ACCESS IS LIMITED
- ACCESS IS REVIEWED QUARTERLY
- CHANGES ARE APPROVED AND DOCUMENTED

BREACH & INCIDENT READINESS

- BREACH RESPONSE OWNER IDENTIFIED
- AUTHORITY TO ACT IS CLEAR
- LOUISIANA DATA NOTIFICATION EXPECTATIONS UNDERSTOOD

STORM & DISRUPTION READINESS

- SECURE REMOTE ACCESS CONFIRMED
- CRITICAL SYSTEMS ACCESSIBLE OFFSITE
- KEY CONTACTS DOCUMENTED

FINAL REALITY CHECK

- CAN YOU EXPLAIN WHO HAS ACCESS
- CAN YOU EXPLAIN WHY THEY HAVE IT
- CAN YOU PROVE IT IF ASKED

IF NOT, ACCOUNTABILITY NEEDS ATTENTION BEFORE AN INCIDENT FORCES IT.